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14 June 1950

MEMORANDUM FOR THE RECORD:

SUBJECT: Mission of the Inspection and Security Staff

1. Last week Management submitted a proposed revision of the Mission and Functions of the Office of the Chief, I & SS. This is attached hereto as Enclosure 1. Enclosure 2 was the revision of Management's draft by Chief, I & SS and SCS. Enclosure 1 with the changes marked therein in pencil and ink were the final agreed-upon changes to the draft of the Mission and so submitted to the Management Officer who approved them for his office. The Management Office will submit a revised edition of the Statement of the Mission and Functions for our information and file. Colonel Edwards approved the joint compromise between SCS and Management Office of the Statement of these Functions.

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INSPECTION AND SECURITY STAFF

I. MISSION

The operations of and with
As a staff officer, the Chief, Inspection and Security Staff, is charged with advising Agency officials on programs and policies relating to the security of all Agency activities, except for certain communications activities; and with performing specified ^{security} audit and inspection functions.

A. FUNCTIONS

The Chief, Inspection and Security Staff, will:

1. Formulate and recommend programs and policies relating to the security of all CIA activities, including personnel, installations, *classified* and equipment, except certain communications activities.
2. Establish safeguards necessary to prevent penetration by agents of foreign countries or any unauthorized elements.
3. Obtain and evaluate through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
4. Determine the effectiveness with which security programs and policies are being accomplished.
5. Coordinate and engage in policy and program planning of emergency measures as authorized by the DCI.
6. Prescribe security policies relating to the liaison and contact relations of the CIA with Federal departments and agencies and certain other governmental and nongovernmental organizations.

7. Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.

8. Perform audits of unvouchered funds, reporting results to the Executive. Director

9. Make inspections, investigations and reports as directed by the Executive and the Director.

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INSPECTION AND SECURITY STAFF

I. MISSION

As a staff officer, the Chief, I & SS is the advisor to the DCI and his staff on overall security matters, on inspections relating to personnel and installations, and on audits and appraisals of fiscal practices and procedures. He is also the security advisor to the various offices and activities of the CIA.

As a staff chief, the Chief, I & SS, is responsible to the Director for the security appraisals of CIA applicants and for the operation and maintenance of proper security practices within the Agency including personnel, physical and document security measures; for the development of appropriate security programs, policies and controls, for domestic counter-intelligence within CIA, for the audit of fiscal transactions and for developing necessary liaison arrangements with other government departments on security

the U.S., plant and contract security, and special security measures to support sensitive operations. The Chief, I & SS, is also charged with special research in security fields for the purpose of developing technical interrogation techniques and security screening methods and devices. He is responsible for special investigations, inspections and audits of any nature ordered by the DCI including the verification of unvouchered funds and other matters, the conduct of highly classified surveys and projects assigned for security or cover reasons, and the development of safety programs.

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A. FUNCTIONS

The Chief, Inspection and Security Staff, will:

1. Assure that proper security practices and procedures are carried out throughout the Agency.
2. Formulate and recommend programs and policies relating to the security of all CIA activities, including personnel, installations, classified information and equipment, except certain communications activities.
3. Establish safeguards necessary to prevent penetration by agents of foreign countries or any unauthorized elements.
4. Obtain and evaluate through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
5. Determine the effectiveness with which security programs and policies are being accomplished.
6. Coordinate and engage in policy and program planning of emergency measures as authorized by the DCI.
7. Prescribe security policies relating to the liaison and contact relations of the CIA with Federal departments and agencies and certain other governmental and nongovernmental organizations.
8. Investigate reports of violation or noncompliance with security policies or regulations including communications security and recommend or initiate appropriate action as may be required.

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